

GUIDELINES FOR SUBMITTING TRANSPORTATION INFORMATION FROM A REPORTING OR MONITORING PROGRAM TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (DEPARTMENT)

INTRODUCTION The California Environmental Quality Act (CEQA) as amended on January 1, 2001, by Assembly Bill (AB) 1807, added a new provision to Section 21080.4 of the Public Resources Code (PRC).

The provision requires lead agencies to submit Notices of Preparation (NOPs) to the Governor's Office of Planning and Research when they determine that an environmental impact report will be required to approve a project.

The new law also amended PRC Section 21081.7, which now requires that "transportation information resulting from a reporting or monitoring program adopted by a public agency" be submitted to the Department when a project has impacts that are of statewide, regional, or area-wide significance.

Mitigation reporting or monitoring programs are required under PRC Section 21081.6 when public agencies include environmental impact mitigation as a condition of project approval. Reporting or monitoring takes place after approval to ensure implementation of the project in accordance with mitigation imposed during the CEQA review process.

In addition to the requirements listed above, AB 1807 obligates the Department to provide guidance for public agencies to submit their reporting or monitoring programs. Subject to these requirements, the following guidelines have been adopted by the Department.

PURPOSE OF THE GUIDELINES

The purpose of these guidelines is to establish clear and consistent statewide procedures for public agencies to submit transportation mitigation reporting or monitoring information to the Department. They are to be used by District Intergovernmental Review (IGR) Program Coordinators for identifying the scope and timing of transportation information needed, and to identify the "single point of contact" for transmittal of reporting or monitoring information from the lead agency to the Department.

PROCEDURES

The following procedures are intended for use by District IGR Program Managers and Coordinators in directing local lead agencies to comply with PRC Section 21081.7.

- A. The District IGR Coordinator will notify the CEQA lead agency in writing about transportation reporting or monitoring submittal requirements in PRC Section 21081.7 during either “early consultation”, the Notice of Preparation (NOP) stage, or the Initial Study (IS) phase of the CEQA review process.
- B. Detailed procedures for the CEQA lead agency to submit transportation reporting or monitoring information to the district should be attached to the district’s notification letter. The submittal shall contain the following information:
 1. The name, address, and telephone number of the CEQA lead agency contact who is responsible for the mitigation reporting or monitoring program (see PRC Section 21081.6[a][1]).
 2. The location and custodian of the documents or other material, which constitute the record of proceedings upon which the lead agency’s decision is based (see PRC Section 21081.6[a][2]).
 3. Assurances from the CEQA lead agency that the Department can obtain copies of the aforementioned documents and materials, if needed, to clarify details or resolve issues related to the mitigation adopted (see PRC Section 21081.7).
 4. Detailed information on impact assessment methodologies, the type of mitigation, specific location, and implementation schedule for each transportation impact mitigation measure included in the reporting or monitoring program (see PRC Section 21081.6[b]). The CEQA lead agency, at its discretion, may submit the complete reporting or monitoring program with the required transportation information highlighted.
 5. A certification section which will be signed and dated by the CEQA lead agency and the Department certifying that the mitigation measures agreed upon and identified in the above checklist have been implemented, and all other reporting requirements have been adhered to, in accordance with PRC Sections 21081.6 and 21081.7.

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- C. When the project involves encroachment onto a state highway, the certification section will be signed by the District Permit Engineer. The District Permit Engineer will retain one copy of the mitigation reporting or monitoring information for the district permit files, and forward the original document to the District IGR Coordinator. The District IGR Coordinator will forward a copy to the Department's IGR Program Manager.
- D. When the project does not involve encroachment onto a state highway, the certification section will be signed by the District IGR Coordinator. The District IGR Coordinator will retain the original document and forward a copy to the Department's IGR Program Manager.

APPROVED:



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